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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3335.1G**

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## Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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## Appendix B: Definitions

B.1 Area of Consideration. The organizational and/or geographical area within which an intensive search is made and qualified candidates are considered.

B.2 Promotion. The change of an employee to a position of one of the following:

- a. At a higher grade level within the same job classification system and pay schedule.
- b. With a higher rate of basic pay in a different job classification system and pay schedule.

B.3 Position with Promotion Potential. A position from which a career promotion may be made because adequate competition was held at an earlier stage which includes, among others, the following:

- a. Apprentice positions.
- b. Career ladder positions.
- c. Trainee positions.
- d. Understudy positions.

B.4 Minimally Qualified Candidates. Those who meet the OPM's qualification standards and any selective factors applicable to the position.

B.5 Screening. The process of identifying those candidates who meet minimum qualification, legal, and regulatory requirements for the position to be filled.

B.6 Evaluation. The process of assessing the degree to which each applicant possesses the skills or competencies essential for satisfactory performance in the position.

B.7 Rating. The end product of evaluation. A rating reflects the degree to which the candidate's qualifications meet the skills or competencies identified in the vacancy announcement.

B.8 Ranking. The process of arranging eligible candidates in order of rating scores or relative standing.

B.9 Best Available Candidates. Those who are referred to the selecting official on a competitive placement certificate.

B.10 Competitive Placement Certificate. A list of the best available candidates identified through competitive placement procedures.

B.11 Selecting Official. A NASA employee with authority to select an individual for assignment to a position.

B.12 Appropriate Vacancy for Priority Consideration to Correct Procedural Violations. A vacancy to be filled through the following competitive placement procedures:

- a. For which an employee meets the minimum qualification requirements.
- b. Which is in the same grade and in a similar (although not necessarily identical) occupational group to the position for which the violation occurred.
- c. Is in the same geographic area.
- d. Under the same appointing office as the position for which the employee was denied proper consideration.

B.13 Job-Analysis. The systematic process of gathering, analyzing, and documenting information about a position in order to determine minimum qualification requirements and identify the skills or competencies to be used in further evaluating qualified candidates.

B.14 Competitive Placement Record. A record, retained for 2 years, of the Competitive Placement Plan action that contains sufficient information to allow reconstruction of an action.

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